



**PENNSYLVANIA STATE POLICE**  
DEPARTMENT HEADQUARTERS  
1800 ELMERTON AVENUE  
HARRISBURG, PENNSYLVANIA 17110

Mailing Date: December 20, 2018

Dave Maass  
MuckRock  
Dept MR 65856  
411A Highland Ave  
Somerville, Massachusetts 02144-2516

PSP/RTKL Request N° 2018-1147

Dear Mr. Maass:

On December 13, 2018, the Pennsylvania State Police (PSP) received your request for information pursuant to the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §§ 67.101 - 3104, wherein you state:

I hereby request the following records:

Materials related to this agency's acquisition of, preservation of, or disclosure of automated license plate readers (APLR) or ALPR data;

1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.
2. Training policies, requirements, and materials for automatic license plate reader system operators.
3. Databases used to compare data obtained by the automatic license plate reader system.
4. Policies related to the retention and security of captured ALPR data, including those regarding:
  - The length of time after capture that data may be preserved
  - Exceptions to general data preservation policies
  - Internal data security and access
  - Data destruction
5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:

- The manner in which another agency may request data
- The circumstances under which captured data may be shared, and
- The responsibilities of the recipient agency in regards to data retention and use.
- Access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of request made by outside agencies, if applicable.

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.

- If applicable, please provide all agreements between this agency and non-law enforcement actors.

7. Policies regarding oversight of automatic license plate reader system use.

8. Audit Reports

9. Policies related to maintenance and calibration.

Please also provide maintenance and calibration schedules and records for the system on file.

10. Any other policies or reports on subjects related to automatic license plate reader system used by the agency.

The requested documents will be made available to the general public and this request is not being made for commercial purposes.

Under the RTKL, a written response to your request is due on or before December 20, 2018.

Under the provisions RTKL section § 67.902(b)(2), you are hereby notified that your request is being reviewed and the PSP will require up to an additional 30 days, i.e., until January 22, 2019, in which to respond to your request. Should your request be granted, the total for the estimated or actual fees owed, if any, will be included in our subsequent response. The reason for requiring additional time for a final response is checked below:

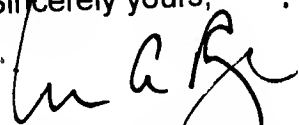
- Compliance with your request may require the redaction of certain information that is not subject to access under RTKL.
- Your request requires retrieval of one or more records that are stored at a remote location.
- A response by the mailing date of this letter could not be accomplished due to bona fide staffing limitations. In particular, \_\_\_\_\_.

- Your request is under legal review, which is necessary to determine whether a requested record is a "public record" for purposes of the RTKL.
- Your compliance with the following agency policies is required for access to the record(s): \_\_\_\_\_
- You must pay the applicable fees authorized by the RTKL.

X The extent or nature of the request precludes a response within the required time period.

Should you have any questions regarding this letter, please contact the undersigned.

Sincerely yours,



William A. Rozier, J.D.  
Agency Open Records Officer  
Pennsylvania State Police  
Bureau of Records and Identification  
Right-to-Know Law/Subpoena Section  
1800 Elmerton Ave.  
Harrisburg, PA 17110  
RA-psprighttoknow@pa.gov  
Office: 717.425.5743 Fax: 717.525.5795

Enclosure: Request 2018-1147

2018-1147

12-20-18

**Grant, Kimberly A**

**From:** 65975-18045774@requests.muckrock.com  
**Sent:** Thursday, December 13, 2018 3:31 PM  
**To:** SP, PSP RIGHT TO KNOW  
**Subject:** [External] Pennsylvania Right to Know Act Request: Automated License Plate Reader (ALPR) - Adoption, Use, and Data Retention Policies (Pennsylvania State Police)  
**Attachments:** PA\_Right\_to\_Know\_Request\_Form\_VYSawM6.pdf

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown sources. To report suspicious email, forward the message as an attachment to [CWOPA\\_SPAM@pa.gov](mailto:CWOPA_SPAM@pa.gov).

Pennsylvania State Police  
RTK Office  
1800 Elmerton Avenue  
Harrisburg, PA 17110

December 13, 2018

To Whom It May Concern;

Pursuant to the Pennsylvania Right to Know Act, I hereby request the following records:

Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.
2. Training policies, requirements, and materials for automatic license plate reader system operators.
3. Databases used to compare data obtained by the automatic license plate reader system.
4. Policies related to the retention and security of captured ALPR data, including those regarding:
  - the length of time after capture that data may be preserved
  - exceptions to general data preservation policies
  - internal data security and access
  - data destruction
5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:
  - the manner in which another agency may request data
  - the circumstances under which captured data may be shared, and
  - the responsibilities of the recipient agency in regards to data retention and use.
  - access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

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SUSPENSE UNIT  
2018 DEC 13 P 3:32

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.  
- If applicable, please provide all agreements between this agency and non-law enforcement actors.

7. Policies regarding oversight of automatic license plate reader system use.

8. Audit Reports

9. Policies related to maintenance and calibration.

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RIGHT-TO-KNOW LAW OFFICE  
SUSPOENA UNIT  
2018 DEC 13 P 3:33

Please also provide maintenance and calibration schedules and records for the system on file.

10. Any other policies or reports on subjects related to automatic license plate reader system use by the agency.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Dave Maass

Filed via MuckRock.com

E-mail (Preferred): 65975-18045774@requests.muckrock.com

Upload documents directly: [https://www.muckrock.com/accounts/agency\\_login/pennsylvania-state-police-435/automated-license-plate-reader-alpr-adoption-use-and-data-retention-policies-pennsylvania-state-police-65975/?email=RA-psprighttoknow%40pa.gov&uuid-login=Odd518ae-517a-41cc-941b-6145a967547e#agency-reply](https://www.muckrock.com/accounts/agency_login/pennsylvania-state-police-435/automated-license-plate-reader-alpr-adoption-use-and-data-retention-policies-pennsylvania-state-police-65975/?email=RA-psprighttoknow%40pa.gov&uuid-login=Odd518ae-517a-41cc-941b-6145a967547e#agency-reply)  
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News  
DEPT MR 65975  
411A Highland Ave  
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.





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2018 DEC 13 P 3:33

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 2018-12-13

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Pennsylvania State Police

1800 Elmerton Avenue, Harrisburg, PA 17110

NAME OF REQUESTER : Dave Maass

STREET ADDRESS: Dept MR 65975 411A Highland Ave

CITY/STATE/COUNTY/ZIP(Required): Somerville, MA 02144-2516

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (optional): 65975-18045774@requests.muckrock.com

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary*

See Attached

DO YOU WANT COPIES? ☒ YES ☐ NO

DO YOU WANT TO INSPECT THE RECORDS? ☐ YES ☒ NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? ☐ YES ☒ NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? ☒ YES ☐ NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

OPEN-RECORDS OFFICER:

☐ I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*